POSITION DESCRIPTION  
Lorado Taft Field Campus – Northern Illinois University

POSITION
Outdoor Education Coordinator  
Full Time, Twelve Month, Regular, No-Rank Faculty Position

PRIMARY FUNCTION
The person in this position administers the outdoor education program at Lorado Taft Campus. This includes recruiting and scheduling user groups; supervising program staff, program development, and coordinating program needs with campus support services. The Outdoor Education Coordinator is responsible to the Director of the Lorado Taft Campus for all aspects of the Outdoor Education Program.

PRIMARY WORK ACTIVITIES
1. Recruit and schedule school groups for participation in the outdoor education program at the Lorado Taft Field Campus.

2. Recruit, assign, and supervise outdoor education staff.

3. Recruit, assign, and supervise Taft Campus Nurse in cooperation with University Health Service.

4. Develop and implement policies, procedures, and curriculum for the outdoor education program subject to approval by the Director of the Lorado Taft Field Campus.

5. Coordinate program needs and requirements with Food Service, Maintenance and Office Staff.

6. Work with the Campus Director to develop and administer the budget for the Outdoor Education Program.

7. Develop and implement staff training programs.

8. Along with program staff, coordinate individual schools coming to Taft Campus.

9. Develop, maintain, and oversee program areas at Taft Campus.

10. Oversee development, operation, and staff training for the low ropes course.

11. In addition to the duties described above, this person may be assigned by the Director of Taft Campus to perform other functions as they relate to the general welfare of the campus.

RELATIONSHIP-TAFT COMMUNITY
The Outdoor Education Coordinator will develop work priorities and methods within policies, procedures, and guidelines of Taft Campus. Ability to work and communicate with support personnel is very important to the success of the outdoor education program.
REQUIRED QUALIFICATIONS
Masters degree in outdoor education, administration, natural sciences or a related field by starting date. Minimum four years experience in outdoor/environmental education, leadership of youth programs, residential programs, nature centers, or other related outdoor programs. Minimum two years experience supervising staff. Experience in training staff in the outdoor environment.

DESIRABLE QUALIFICATIONS
Skilled in natural resource management, especially forest management and prairie restoration.

COMPENSATION
Salary in upper 40's; tuition waiver; full benefit package, including paid vacation and sick days, retirement, health, dental and vision.

APPLICATION
Send a written expression of interest, professional resume, and names, addresses, and phone numbers of three professional references pertaining to this position by May 22, 2007. Mail to: Mr. Dale Hoppe, Director, Lorado Taft Field Campus, PO Box 299, Oregon, IL 61061.

For further information, contact Dale Hoppe at dhoppe@niu.edu or (815) 732-2111, ext. 112. Additional information can be found at www.niu.edu/taft.